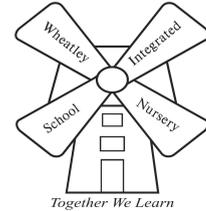


John Watson School



Wheatley Nursery School

Health and Safety Procedure

First Aid at Work

The Federated Governing Body of John Watson and Wheatley Nursery Schools have adopted the model policy of Oxfordshire County Council.

Lynn Wong

Signed by Chairs of Governors.

Date: November 2021

This policy will be reviewed as per the review schedule set by the Governing body or in accordance with policy updates issued by Oxfordshire County Council (whichever is sooner).



First Aid at Work

Applicable Legislation

Management of Health & Safety at Work Regulations 1999 (as amended)
Health & Safety (First Aid) Regulations 1981 (as amended)
Health & Safety (Miscellaneous Amendments) Regulations 2002
Health & Safety (Safety Signs & Signals) Regulations 1996

OCC related H&S Procedures

Needlesticks and Sharps
Infectious Diseases
Personal Protective Equipment
Blood Borne Viruses

Introduction

Under the Health & Safety (First Aid) Regulations, employers are required to make provision for first aid for those injured or taken ill at work.

Purpose

The aim of this guidance/procedure is to ensure the Council meets its statutory duties to staff under health and safety legislation and also meet its duty of care towards other persons e.g. service users, pupils and visitors to provide emergency first aid.

Scope

This procedure applies to all Council premises, schools and off-site activities.

Premises Managers/Headteacher Responsibilities

Premises Managers/Headteachers responsible for establishments/settings and off-site activities are required to develop and formalise arrangements for dealing with first aid, **based on a suitable and sufficient needs assessment (see appendix 1)**. These arrangements must be adequate and appropriate to the circumstances and cover all people, equipment and activities both on and off site; and out-of-hours activities.

As a guide for First Aid cover please refer to the tables below for recommended 'minimum' requirements for Council premises:

Premises	How many people	Minimum First Aid Cover required (at all times)	Considerations from your risk assessment
Libraries, Registration, Small offices	Up to 50 employees	1 x EFAW or FAW trained first aider at all times.	Consider agile working, sickness and holidays.
County Hall, Samuelson House, Abbey House, Knights Court	Over 50 employees	1 x FAW trained first aider per 100 employees at all times.	Consider agile working, sickness and holidays.
Community Support Services	Up to 50 employees + service users (adults)	1 x FAW trained first aider at all times.	Consider other users of the building in particular vulnerable adults.
Children & Family Centres	Up to 50 employees + service users (children)	1 x FAW trained first aider + Paediatric trained.	Consider other users of the building in particular young children.
Schools	Depends on type and size of school e.g. Secondary, Primary, Special.	Refer to School First Aid Checklist. FAW + EFAW trained first aiders + Paediatric trained for Early Years Foundation Stage.	Schools should include staff, pupils and visitors when carrying out risk assessments for first-aid needs. Schools also need to consider: <ul style="list-style-type: none"> • Pupil medical needs. • Curriculum activities such as Science, D&T and PE. • Offsite Visits and School Trips. • Out of School and Holiday Clubs.

Emergency First Aid at Work (EFAW)

Employees attend a 1-day emergency first aid course. Re-qualification is by re-attending the course. This training is valid for 3 years. For premises/schools where primary aged children attend, an additional hour has been arranged at the end of the six-hour course to cover child resuscitation.

First Aid at Work (FAW)

First Aider at Work (FAW) employees attend a 3-day course and gain a certificate of competence which is valid for three years. Re-qualification courses last 12 hours and are normally held over two days. If re-qualification does not take place within three years the full course must be retaken. Operational fire-fighters within Oxfordshire Fire & Rescue Service should receive an extra day's training in trauma care following successful completion of the FAW course.

Paediatric First Aid (Schools and Children and Family Centres)

Providers of the Early Years Foundation Stage must refer to, and comply with, the paediatric first aid requirements contained within the Statutory Framework and the Practice Guidance for the Early Years Foundation Stage. This includes having at least one

person, who has a current Paediatric First Aid Certificate, on the premises at all times when children are present and at least one similarly qualified person on all outings/off-site visits.

Schools/Outdoor Education including off-site visits and activities

There **must** be at least one Emergency First Aid Person or Paediatric First Aid trained person in attendance at all times on an off-site visit. Depending on the location and number of pupils/participants additional provision should be considered. Suitable and sufficient first aid equipment must be provided at all times. For further information, refer to [Outdoor Education Advisors Panel National Guidance 4.4b](#)

Appointed Person (AP)

In cases where there are very few employees and very low risk activity then trained first aiders may not be necessary. Where this applies they should be an Appointed Person who is responsible for taking charge of first-aid arrangements, including looking after equipment and facilities and calling the emergency services when required.

Corporate First Aider Payments

Qualified First Aiders (EFAW & FAW), as nominated by the Premises Manager / Headteacher, can receive an annual payment (pro-rata for part time staff) of £100 per year. The First Aiders line manager must input the monthly payment; i.e. £8.33 per FTE through the IBC portal.

The First Aider supplement is for undertaking the 'role' of first aider i.e. either FAW (3 day) or EFAW (1day) trained. The level of training required is determined by risk assessment (i.e. number of employees and nature of service).

This relatively small cost is borne by the employee's service/school cost centre. Payment is not retrospective and will be effective from the date set up by the line manager.

This can be set up by their line managers on the IBC portal by:

- My Team > select employee > Manage recurring payment
First aid is in the drop down as a fixed amount
Enter the start date as the effective from/date of certificate and the end date in 3 years when refresher/retraining is required.

Training Providers

To place a booking for a St John Ambulance Course (Approved OCC Provider) please follow the below process:

**Contact the Major Accounts customer service team - Phone: 0844 770 4800, option 2
Email: national-contracts@sj.org.uk**

You will need to provide the following information.

- **Account Number: E-OCCL0004**
- **Candidate name and contact details**
- **Having established the course title, date and location with St. Johns you will now be required to raise a Purchase order and provide St. Johns with the Purchase Order Number (A PO number must be provided or the booking will not be placed)**

If another training provider is preferred then due diligence checks must be carried out in-line with HSE Guidance - [Selecting a First Aid Provider](#)

Further information on types of training and content can be found in Appendix 2.

Administration of Tablets and Medication

First aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used as first aid to a casualty with suspected heart attack. Some employees and pupils carry their own prescribed medication that has been prescribed by their doctor (e.g. inhaler for asthma). If a person needs to take their own prescribed medication, the first-aider's role is generally limited to helping them to do so and contacting the emergency services, as appropriate.

First aid does not cover the administration of medication as part of personal care which should be included within service and school specific policies, procedures and protocols.

First Aid Kits

First aid kit should:

- Contain sufficient first aid materials to administer first aid (see Appendix 3).
- Be made of suitable material designed to protect the contents from damp and dust.
- Be clearly identified with a white cross on a green background, in accordance with the Health & Safety (Safety Signs and Signals) Regulations 1996.
- Be regularly checked for quantity and date of items and re-stocked by a nominated person, usually the first aider or appointed person (a record, including dates, needs to be kept of re-stocking, ideally in or on the container).
- Contain only those items which the First Aider or Emergency First Aid Person has been trained to use.

N.B. Tablets, creams, lotions and medications must not be kept in the first aid kit and a First Aider or Emergency First Aid person is not competent to give any drugs or proprietary creams or sprays unless covered by their first aid training.

How many First Aid Kits and where?

All premises will need at least one first aid kit. Each kit should be placed in a clearly identified and readily accessible location. Additional provision should be made in particularly hazardous areas e.g. workshops, laboratories, sports halls, kitchens, vehicles, minibuses etc. A suitable first aid kit or waist-bag must be taken on all off-site activities to be used by the trained person who accompanies the visit.

Lone workers will need access to a first aid kit or be provided with a suitably stocked, small first aid kit.

Liquid soap, water and disposable drying materials should be provided for first-aid purposes. Where liquid soap and water are not available, individually wrapped, alcohol-free, moist cleansing wipes may be used.

Eye wash

Eye wash only needs to be provided if identified by the needs assessment. Where mains tap water is not readily available for eye irrigation, provide at least 1 litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers. Once the sterile seal has

been broken, the container must not be re-used. Replace containers when their expiry date is reached.

Additional first aid materials and equipment

If the needs assessment concludes that additional materials and equipment are needed, e.g. scissors, adhesive tape, burns gel, individually wrapped moist wipes etc., they may be kept in the first aid container if there is room.

For individuals who are 'allergic to sticking plaster', hypoallergenic plasters or surgical tape may be included. Single use disposable gloves must be provided and stored in the first aid container if possible, along with single use disposable plastic aprons and other suitable protective equipment, where needs are identified. These items may be stored separately, as long as they are located nearby and readily available for use.

Blue plasters should be worn where food is being prepared or served.

Defibrillators

Some Council premises have defibrillators available for use by First Aiders and members of the public. If defibrillators are located in secure cabinets the Premises Managers/ headteachers should ensure all First Aiders have been provided with combination codes and location of the unit.

Defibrillators provided by the council are fully automated and can be used without specific training on both adults and children. Please refer to the defibrillator manufacturer instructions for further information or watch the following video:

<https://youtu.be/s5ZPLXdXPBc>

For basic instructions on: [How to use a defibrillator](#)

Schools wishing to purchase defibrillators should contact the [Corporate Procurement Team](#) for advice or refer to [DfE AED guide for schools](#)

Disposal

Provide a separate bin or plastic bags for the disposal of used first aid dressings. Small amounts can be disposed of by mixing with household waste.

Reporting Accidents and (First Aid) Incidents

In line with reporting criteria appropriate incidents must be reported on the Council's [online reporting system](#). Where first aid kit is used this should be reported to the person responsible to ensure any stock is replenished.

Communication

The arrangements for first aid must be brought to the attention of all employees. The arrangements should record the names of First Aiders, Emergency First Aid at Work persons and the location of first aid equipment. Prominently display the names and location of trained persons throughout the premises (see Appendix 4).

For further information and advice

First Aid in Schools	https://www.gov.uk/government/publications/first-aid-in-schools Department for Education Guidance on First Aid Provision
Health & Safety Executive (HSE)	www.hse.gov.uk/firstaid The Health & Safety (First Aid) Regulations 1981 www.hse.gov.uk Health & Safety Executive (HSE) website address
Occupational Health	email: occupational.health@oxfordshire.gov.uk
OCC Health and Safety Team	email: healthandsafetyhelp@oxfordshire.gov.uk Helpdesk: 03300 240849

Appendix 1a Checklist for Assessment of First Aid Needs - **CORPORATE**

Appendix 1b Checklist for Assessment of First Aid Needs - **SCHOOLS**

Appendix 2 First Aid Training Content

Appendix 3 Contents of First Aid Kits

First Aid Information

Issue Date: January 2019

Factors to Consider	Y/N	Impact on first aid required
HAZARDS		
Most Council workplaces are deemed low risk e.g. offices. However some carryout higher risk activities e.g. using chemicals, machinery and plant etc.		Consider providing first aiders trained in Emergency First Aid at Work (EFAW) or First Aid at Work (FAW). Consider additional training for first-aiders to deal with injuries resulting from special hazards e.g. eye injuries, burns etc. Consider additional first aid equipment e.g. chemical burns kit, eyewash, COSHH etc.
EMPLOYEES		
How many people are employed on the site?		Where there are less than 50 employees, the minimum provision is to have at least one EFAW/FAW First Aider present at all times. Where there are more than 50 employees, even in low risk environments, you should consider providing additional first aiders trained in Emergency First Aid at Work (EFAW) or First Aid at Work (FAW) including additional first aid equipment.
Are there persons with disabilities or particular health problems?		Consider additional training for first-aiders and siting of first aid equipment.
NON-EMPLOYEES		
Do service users and members of the public visit the premises?		Service users and members of the public must be included as considered in the first aid provision needs assessment. For premises providing services to members of the public consideration needs to be given to the number and vulnerability of service users when deciding on first aid provision e.g. CSS, C&F centres, libraries, museums will need to ensure there is adequate first aid cover where there may be significant numbers of vulnerable service users with particular health and safety risks e.g. choking, falls etc.
WORKING ARRANGEMENTS		
Do employees travel a lot, work remotely or work alone?		Consider issuing personal/car first aid kits.
Do employees work out of hours?		Ensure there is adequate first aid provision including the capability to summon the emergency services at all times people are at work.
Are the premises spread out, e.g. are there several buildings on the site?		Consider the need for provision in each building/floor.
Do employees work at sites occupied by other employers?		Coordinate arrangements with other site occupiers to ensure adequate provision of first aid.
Is there sufficient provision to cover absences of persons trained in emergency first aid or first aiders?		Consider what cover is needed for planned and unplanned absences.

Factors to Consider	Y/N	Impact on first aid required
HAZARDS		
Most schools are deemed low risk. However some curriculum activities present a higher level of risk including off-site visits.		Consider providing first aiders trained in Emergency First Aid at Work (EFAW) or First Aid at Work (FAW). Consider additional training for first-aiders to deal with injuries resulting from special hazards e.g. eye injuries, burns etc. Consider Paediatric/Early Years First Aiders trained (EYFA) for Early Years Foundation Stage. Consider additional first aid equipment e.g. chemical burns kit, eyewash, COSHH etc.
EMPLOYEES		
How many people are employed on the site?		Where there are less than 50 employees, the minimum provision is to have at least one EFAW/FAW First Aider present at all times. Where there are more than 50 employees, even in low risk environments, you should consider providing additional first aiders trained in Emergency First Aid at Work (EFAW) or First Aid at Work (FAW) including additional first aid equipment.
Are there persons with disabilities or particular health problems?		Consider additional training for first-aiders and siting of first aid equipment.
PUPILS & CURRICULUM		
Is there adequate first aid provision close at hand for sports activities (consider out of hours activities), and also for all offsite visits .		You will need to ensure: <ul style="list-style-type: none"> • Adequate numbers of EFAW or EYFAs for these lessons, events or visits. • Travelling first aid kits have been maintained. • For outdoor events, there is equipment to keep casualties warm e.g. survival bag or blanket. • Where first aid cover is spread out with a travelling group that there is a reliable and efficient method of communication with first aiders. • Where an off-site visit is to a rural or remote area, where emergency services may take longer to arrive, you may need additional first aiders and with better qualifications, e.g. FAW • Qualified sports or adventurous activity leaders may already hold a First Aid qualification recognised by their sport or activity national governing body. Before deciding to depend upon this provision, you should check that it meets the minimum standard of EFAW and if they will supervise primary age children and that it includes the resuscitation of that age group.
Does your curriculum contain swimming lessons ?		Unless you use facilities with qualified lifeguards, you will need to train supervising staff to perform rescues and resuscitation – refer to Swimming Policy.
Do you have pupils and visitors who have special health needs ?		Individual health care plans should be undertaken with the school nurse and should include any specific emergency procedures. There must be staff specifically trained to provide emergency care to pupils with medical needs at all times.
PREMISES		
Is the school premises spread out e.g. multiple blocks, multi-storey		You will need to consider provision in each building/department and on several floors.
WORKING ARRANGEMENTS		
Do employees travel a lot, work remotely or work alone?		Consider issuing personal/car first aid kits.
Do employees work out of hours?		Ensure there is adequate first aid provision including the capability to summon the emergency services at all times people are at work.
Are the premises spread out, e.g. are there several buildings on the site?		Consider the need for provision in each building/floor.
Do employees work at sites occupied by other employers?		Coordinate arrangements with other site occupiers to ensure adequate provision of first aid.
Is there sufficient provision to cover absences of persons trained in emergency first aid or first aiders?		Consider what cover is needed for planned and unplanned absences.

Once you have completed the needs assessment checklist 1a (Corporate) or 1b (Schools) you should complete the below to determine your First Aid Provision.

The HSE has published [further guidance](#) on all the factors above that will help you carry out your first-aid needs assessment.

First-aid personnel	Required Y/N	Number needed
First-aider with Emergency first aid at work (EFAW)		
First-aider with First Aid at Work (FAW)		
First-aider with Paediatric first aid (EYFA)		
First-aider with additional training e.g. for specific medical or health needs		
First-aid equipment and facilities	Required Y/N	Number needed
Standard First Aid Kit contents – see Appendix 3		
Additional equipment (specify) e.g. eye wash		
Travelling first-aid kit		
Is there a Defibrillator located on site? (optional)		

Emergency First Aid at Work (EFAW)	First Aid at Work (FAW)
<p>1 day course valid for 3 years Covers:</p> <ul style="list-style-type: none"> • Health and safety (first aid) regulations • Managing an incident • The priorities of first aid • Treatment of an unconscious casualty • Resuscitation • Shock • Choking • Seizures • Bleeding • Common workplace injuries. 	<p>3 day course valid for 3 years Covers:</p> <ul style="list-style-type: none"> • Accidents and illness • Using a first aid kit • Simple record keeping • Treatment of an unconscious casualty • Heart attacks • Resuscitation • Shock • Choking • Bleeding • Burns and scalds • Poisoning • Fractures • Seizures • Asthma • Severe allergic reaction • Eye injuries • Low blood sugar • Fainting.
Paediatric/Early Years First Aid (EYFA)	Additional Training
<p>12 hour course</p> <p>Covers:</p> <ul style="list-style-type: none"> • First aid kit • Action planning • Treatment of an unconscious casualty • Resuscitation (Child, infant and adult protocols) • Choking (Child, infant and adult protocols) • Asthma and diabetic emergencies • Head injuries • Seizures and febrile convulsions • Shock including anaphylactic and electric • Bleeding • Burns • Sprains, strains and fractures • Poisoning, bites and stings • Foreign objects • Childhood conditions (e.g. measles, meningitis, croup). 	<p>In addition to the recognised courses additional training modules can be added to meet specific requirements of the needs assessment (e.g. forest school):</p> <ul style="list-style-type: none"> • *Anaphylaxis • Asthma • Control of bleeding • Severe allergic reaction • Choking • Fractures • Resuscitation - Adult • Resuscitation - Child • Resuscitation - Infant • Seizures • Treatment of an unconscious casualty • Fainting • Minor injuries • Shock • Eye injuries • Incident management • Low blood sugar • Burns and scalds • Health and safety • Poisoning <p><i>*Anaphylaxis training for schools is obtained from the Oxford NHS Schools Health Teams.</i></p>

The contents of first aid kits should be appropriate for the circumstances in which they are used. The following should be included as a minimum, contents must be within the use by date:

Contents	Recommended Quantity
First Aid Guidance Card - HSE leaflet http://www.hse.gov.uk/pubns/indg347.pdf	1
Individually wrapped sterile adhesive dressings (plasters) (assorted sizes) (Dressings should be of a detectable colour for food handlers).	20
Sterile eye pads	2
Individually wrapped triangular bandages (preferably sterile)	4
Safety pins	6
Medium sized individually wrapped sterile un-medicated wound dressings (approx. 12 cm x 12 cm)	6
Large sterile individually wrapped un-medicated wound dressings (approx.. 18 cm x 18 cm)	2
Pair of disposable gloves	1

Travelling First Aid Kits

The contents of travelling first aid kits should be appropriate for the circumstances in which they are to be used. The following should be included as a minimum:

Contents	Recommended Quantity
First Aid Guidance Card - HSE leaflet http://www.hse.gov.uk/pubns/indg347.pdf	1
- Individually wrapped sterile adhesive dressings (plasters) (assorted sizes)	6
Large sterile un-medicated dressing (approx. 18 cm x 18 cm)	1
Triangular bandages	2
Safety pins	2
Individually wrapped moist cleansing wipes	
Pair of disposable gloves	1



For **First Aid** contact:

	Telephone	
	Telephone	
	Telephone	

Your nearest **First Aid Container** is located at:

Your nearest **Telephone** is located at:

FOR EMERGENCIES:
Telephone the ambulance service
by dialling
999